

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Philadelphia, PA		5. Duty Station Philadelphia, PA		1. Agency Position No. 00063653		
Explanation (Show any positions replaced)					7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required Executive Personnel <input type="checkbox"/> Financial Disclosure Employment and Financial Interest <input type="checkbox"/>		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
					10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non Sensitive <input type="checkbox"/> 3- Critical <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		13. Competitive Level Code		
15. Classified/Graded by					Official Title of Position		Pay Plan		Occupational Code		Grade		
a. Office of Personnel Management											Initials		
b. Department, Agency or Establishment					Environmental Engineer/Environmental Scientist		GS		0819/1301		14		
c. Second Level Review					Scienst						JT 12/10/09		
d. First Level Review													
e. Recommended by Supervisor or Initiating Office					Environmental Engineer/Environmental Scientist		GS		0819/1301		14		
16. Organizational Title of Position (if different from official title)											Date		
18. Department, Agency, or Establishment					Environmental Protection Agency						MSR 11/02/2009		
a. First Subdivision					Region 3								
b. Second Subdivision					Hazardous Site Cleanup Division								
19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.													
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge					That this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.								
a. Typed Name and Title of Immediate Supervisor Henry Sokolowski, Associate Director, Office of Federal Facility Remediation & Site Assessment					b. Typed Name and Title of Higher Level Supervisor or Manager (optional) Dennis Carney, Deputy Director, Hazardous Site Cleanup Division								
Signature					Date		Signature					Date	
11/5/09							Dennis Carney					11/12/09	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position PREVIOUSLY CLASSIFIED PD.								
Typed Name and Title of Official Taking Action Jeremy A. Taylor Branch Chief					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.								
Signature					Date		Date					Initials	
12/10/09													
23. Position Review					Initials		Date		Initials		Date		
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks					BUS changed per OPM; eff 02/10/13								
WS: 0012 ORG: 90342711 SDE00000													
FPL: 14													
25. Description of Major Duties and Responsibilities (See Attached)													

PO only book copy

United States Environmental Protection Agency  
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION  
Philadelphia, Pa.

2. POSITION NUMBER  
N8281E

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position  
OPM PCS for GS-819 dtd 5/79; OPM JFS for GS-1300 dtd 10/97. See attached evaluation.

New GS-0800 standard applied 6/22/09

Official Allocation	b. Title	c. Service	d. Series	e. Grade	f. CLC
	Environmental Engineer/Environmental Scientist	GS	819/1301	14	001
4. SUPERVISOR'S RECOMMENDATION	Environmental Engineer/Environmental Scientist	GS	819/1301	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any)  
Munitions Specialist

6. NAME OF EMPLOYEE  
Hersh, S.

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY	e. Site Assessment & non-NPL Federal Facilities Branch
b. Region III	f. 3HS12
c. Hazardous Site Cleanup Division	g.
d. Office of Federal Facility Remediation and Site Assessment	h. EPAYS Organization Code

8. SUPERVISORY/MANAGERIAL DESIGNATION

[S] First- or Second-level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others, and which constitute a major duty occupying at least 25% of the time. Such supervisory/managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings; and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in General Schedule Supervisory Guide.


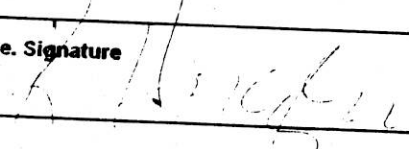
[M] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, reprimand, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

[A] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

[B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization, or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies, not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

[N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor H. Sokolowski, Chief, Office of Federal Facility Remediation and Site Assessment, HSCD	d. Typed Name and Title of Second-Level Supervisor K. Hodgkiss, Deputy Director HSCD
b. Signature 	e. Signature 
c. Date 2/21/07	f. Date 2/22/07

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. <input checked="" type="checkbox"/> This position has no promotion potential.	<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to:	b. Fair Labor Standards Act: <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code 42
d. Bargaining Unit Code: 1012	e. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( % of time)	f. Signature Anthony P. Santini	g. Date 2/22/07

1. RKKS FPL: GS-14

**POSITION DESCRIPTION**  
**Environmental Engineer/Environmental Scientist**  
**GS-0819/1301-14**

**Position Number:** N8281E  
**Organizational Code:** 3HS10  
**Organizational Location:** EPA, Region 3, Philadelphia  
Hazardous Site Cleanup Division  
Office of Federal Facility Remediation  
and Site Assessment  
~~Site Assessment & non-NPL Federal Facilities Branch~~  
~~Philadelphia, PA~~ *PEN + INK CHANGE*

**Primary Purpose:** Serves as a Munitions Specialist with primary responsibility for managing Formerly Used Defense Sites (FUDS) in the Washington DC metropolitan Area and specializing in the clean up of both Chemical and non-Chemical military munitions, ordnance and their by-products.

**Duties**

Work involves enforcement and remedial programs relating to federal facilities as required by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). Coordination with federal, state and local agencies is required to plan, implement and oversee investigations, analyses and cleanups at federal facilities. Work includes responsibility for overseeing response actions performed by federal facilities and contractors, including the initiation of Superfund administrative enforcement actions and judicial procedures for federal facility sites. Develops strategies to remedy problems associated with CERCLA federal facility sites and base closure issues with particular emphasis on sites containing both chemical and non-chemical ordnance.

Will serve as the lead Project Manager for managing Formerly Used Defense(FUD) and Military Munitions and Response Program (MMRP) sites in and around the Washington, DC area where incumbent will provide lead responsibility for the Agency. Prepares briefings and coordinates with Deputy Regional Administrator (and other regional management) on site activities.

Resolves issues at the site with the US Army Corps of Engineers and the District of Columbia Department of Health. Participates in Restoration Advisory Board Meetings(RAB) for Spring Valley and other sites. Manages information transfer and meetings with congressional staff and handles significant media interest by maintaining good relations with internal and external media contacts. May interact with General Accounting Office and Inspector General inquiries about this and other sites.

Communicates with colleagues, agency management and other contacts outside the Agency to gain information and corroboration on findings. Communicates frequently with all relevant EPA offices at HQ and in the Region. Coordinates efforts around significant community interest.

Represents the EPA on national interagency groups responding to the threats posed by chemical and conventional munitions wherever they are found including residential, commercial and industrial settings.

Writes study proposals, project plans, scientific and technical papers, publications, etc.

Accomplishes duties related to environmental management and/or protection. Reviews and analyzes technical and/or administrative issues in order to implement environmental programs.

Provides advice and assistance to state and/or local governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a regional and/or national technical authority in providing expert advice and assistance to state and/or local governments on matters relating to the development, execution, and monitoring of politically important and highly visible environmental protection policies, plans, and programs. Develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on air, water, and/or land resources. Keeps abreast of new methods and developments in specialty fields such as ordnance clean-up as they affect program area(s) and, as requested, advises appropriate high-level officials of progress and difficulties encountered. Participates in national meetings or conferences as an authority in Munitions and hazardous waste cleanup. Responds to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives. Provides expert testimony in front of various government bodies as needed. Develops strategies for improving and maintaining working relationships with the US Army Corps of Engineers, States (including DC) and the community.

Performs work as a technical specialist conducting inspections, investigating cases of violation, and/or preparing enforcement actions. Serves as a technical authority in the development and prosecution of nationally important and/or politically sensitive enforcement cases. Provides authoritative guidance, support, and oversight of enforcement and compliance activities undertaken by state and/or local governments. Provides administrative policy advice and/or develops national policy in structuring and/or conducting settlement negotiations to assure appropriate settlements. Assesses performance of regional offices in implementing agency enforcement/compliance policies and guidance through audits and review of program activities. Develops and actively promotes traditional and non-traditional strategies, e.g., incorporation of pollution prevention, into compliance evaluations and negotiation of settlements.

Performs work involving the management of EPA, federal entities, state, owner/operator, contractor, and/or potentially responsible party (PRP) efforts to clean up hazardous waste sites and ordnance under CERCLA/SARA and section 311(b) of the National Defense Authorization Act through remediation. Assignments cover Category IV+ hazardous waste sites under CERCLA that are catastrophic in their magnitude and impact; or, Category IV sites that cross state or regional boundaries; or, representing the Agency as an expert on technical or policy issues, sometimes requiring coordination of interdisciplinary, interagency, or multi-media teams.



Directs and participates in national and regional special projects, task forces, and panels to develop policies and methods related to hazardous waste site issues and ordinance and actions that affect other EPA programs and regions, other agencies, and states. Represents the agency as an authority in court proceedings or to regions, states, localities, and other parties. Facilitates information exchange through Technology Support Project forums, national organizations, national conferences, etc. Trains, develops, and mentors Remedial Project Managers (RPM).

Manages responses to unprecedented situations at multiple sites having assigned RPMs but which require special expertise and coordination for consistency of response. Also assesses the most complex (Category IV or IV+) hazardous waste sites for the purposes of identifying and measuring public health and environmental threats; identifying remedial alternatives through the conduct of Remedial Investigation/ Feasibility Studies (RI/FS); and implementing remedies through the conduct of Remedial Designs and Remedial Actions (RD/RA) or Removal Actions. For sites personally managed, performs the normal range of duties in the areas of contract management, PRP dealings, funds management, and documentation management, such as the Records of Decisions (RODs), administrative orders, and consent decrees. Conducts community relations activities at the most controversial Superfund sites where citizens may be openly hostile.

Uses analytical methods and techniques to analyze a wide range of scientific, engineering, legal, environmental protection, and/or environmental management issues. Provides expert and highly specialized technical assistance, models, or interpretations of data on matters related to a state-of-the-art scientific/engineering method/approach/function/process. Develops plans, reviews data, conducts tests, researches environmental data, develops models, and/or provides information regarding the analysis and evaluation, with recommendations for the solution of problems/issues. Develops regional policy, as required, to address environmental problems/issues/processes. Develops and implements plans, often at the national or inter-agency level, and agency-specific policies to carry out technical solutions to significant environmental problems. Provides comprehensive and authoritative assistance to senior management in the negotiation for such plans and the resolution of very sensitive policy, legal, and technical issues.

Makes formal presentations of a technical and policy nature before EPA headquarters, other federal, state, and local agency officials, private industry, and public and private groups. Disseminates scientific/ technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant technical and/or policy issues related to a specific program, function, or activity. Advises senior management and/or state or interstate authorities on the status of scientific or engineering developments and the degree to which their involvement is needed to ensure that vital regional or state interests are considered in related agency guidance and policies. Develops highly technical training courses and/or materials and presents training in areas of expertise.

Performs liaison work with individuals in a variety of organizations on legislative proposals, regulations, policies, program issues, resources, etc. Performs liaison work by formulating alternative policies/strategies which protect and conserve state/local/national resources and which are compatible with state/local/national capabilities.

## **Factors**

### **Factor 1-8 Knowledge Required by the Position 1550 Points**

Mastery of specialty areas in the engineering and/or science field encompassed by the position sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific and/or engineering technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific and/or engineering technical issues. The position requires a mastery of applicable environmental statutes and regulations.

### **Factor 2-5 Supervisory Controls 650 Points**

The supervisor provides guidance solely in the form of general legislative, mission, or policy directions and resource constraints. The engineer and/or scientist typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating, and implementing the work and resolving conflicts. Recommendations and decisions of the engineer and/or scientist are accepted as technically sound even though final approval may depend on formal action by high-level management. The engineer and/or scientist has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light of current scientific and/or engineering developments. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

### **Factor 3-5 Guidelines 650 Points**

Guidelines are basic legislation and/or broadly stated agency regulations and policy statements. At this level the engineer and/or scientist is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and often serve as precedents for other engineers and/or scientists, or policy-makers within or outside the agency.

### **Factor 4-5 Complexity 325 Points**

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering and/or scientific and management requirements. The work requires originating innovative scientific and/or engineering techniques, establishing criteria and standards applicable to wide range of scientific and/or engineering problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

#### **Factor 5-5 Scope and Effect 325 Points**

The work includes the resolution of a broad range of critical or highly unusual engineering and/or scientific problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer and/or scientist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering and/or scientific activities and broad policy issues.

#### **Factor 6-3 Personal Contacts 60 Points**

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

#### **Factor 7-4 Purpose of Contacts 220 Points**

The purpose of contacts is to justify, defend, negotiate, or settle controversial, and far-reaching matters through active participation in conferences, meetings or presentations. The persons contacted typically have diverse viewpoints, goals, or objectives, requiring the engineer and/or scientist to achieve a common understanding of the problem and a satisfactory solution by convincing others, arriving at a compromise, or developing suitable alternatives.

#### **Factor 8-1 Physical Demands 5 Points**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

#### **Factor 9-1 Work Environment 5 Points**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.



United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## SF 52 Checklist

SF 52 Request #: 3H51010067 Position Title/Series: Env Eng GS-0819  
Entry Grade(s)/Full Performance Level of Position: GS-14  
Functional Title (e.g., On-Scene Coordinator, PO, RPM, Accountant): RPM

**DIRECTIONS:** This form must be completed by the hiring official or supervisor for all personnel actions involving a change in position description (exceeding 180 days) and must be submitted along with the SF 52 Request for Personnel Action.

Is this position one of the following that has been predesignated? Yes ☒ No ☐

If you answered "Yes," please skip all remaining questions, sign and date the form.

- |  |  |
|--|--|
| <input type="checkbox"/> On-Scene Coordinator (High Risk)                    | <input type="checkbox"/> Contract Specialist (Moderate Risk)               |
| <input checked="" type="checkbox"/> Remedial Project Manager (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 12 and below (Low Risk)      |
| <input type="checkbox"/> RCRA Corrective Action Officer (Moderate Risk)      | <input type="checkbox"/> Grants Specialist-GS 13 and above (Moderate Risk) |
| <input type="checkbox"/> Inspector (Moderate Risk)                           | <input type="checkbox"/> Attorney (Moderate Risk)                          |
| <input type="checkbox"/> Criminal Investigator (High Risk)                   | <input type="checkbox"/> Deputy Division Director (High Risk)              |
| <input type="checkbox"/> Grants Project Officer (Moderate Risk)              | <input type="checkbox"/> Supervisor of High Risk Employees (High Risk)     |
| <input type="checkbox"/> Contract Project Officer (Moderate Risk)            |  |

**Directions for Questions 1-13:** Answer all "Yes/No" questions. For questions answered "Yes," check all items that apply. Where explanation is requested, attach additional pages if needed.

(1) Requires access to classified or sensitive information or materials: Yes ☐ No ☐

- |  |   |
|--|---|
| <input type="checkbox"/> Secret                              | <input type="checkbox"/> Other information that if compromised could cause harm |
| <input type="checkbox"/> Top Secret                          | <input type="checkbox"/> Audits   |
| <input type="checkbox"/> Personally identifiable information | <input type="checkbox"/> Investigations   |
| <input type="checkbox"/> Proprietary information             | <input type="checkbox"/> EPA's financial resources/records                      |
| <input type="checkbox"/> Confidential business information   |   |

Hazardous or dangerous material (nuclear, biological, or chemical) Yes ☐ No ☐

What hazardous materials are involved? \_\_\_\_\_

(2) Makes final decisions or authoritative recommendations, including ones that may have a direct effect on health and safety:

Yes ☐ No ☐

(3) Supervision level received:

- ☐ Close supervision  
☐ General supervision  
☐ Administrative only

Work is reviewed:

- ☐ While in progress  
☐ Only after completion

Administrative controls are in place: Yes ☐ No ☐

What are they? \_\_\_\_\_

(4) Obligates the Agency to take action or to spend funds. Yes ☐ No ☐

What actions? \_\_\_\_\_

What amount of funding? \_\_\_\_\_

What is the financial limit? \_\_\_\_\_



SF 52 Request#: \_\_\_\_\_

(5) Interacts with external contacts in performing duties, and/or represents the Agency to external organizations or citizens:

Yes ☐ No ☐

Communicates with:

- ☐ Individuals
- ☐ Government-wide audience
- ☐ Audience beyond government

Communication products involved are:

- ☐ Technical or policy reports
- ☐ Documents containing sensitive information
- ☐ Outreach or public relations material
- ☐ Material posted on the EPA intranet or website

(6) Makes policy: Yes ☐ No ☐

(7) Protects critical infrastructure systems/programs, such as water treatment or other utilities and telecommunications:

Yes ☐ No ☐

What is involved? \_\_\_\_\_

(8) Directly enforces health regulations and/or protects public safety: Yes ☐ No ☐

(9) Investigates or audits government/other personnel, programs and activities: Yes ☐ No ☐

What personnel, programs and/or activities are involved? \_\_\_\_\_

(10) IT position that creates, programs, administers, or protects government information technology systems, databases or infrastructure: Yes ☐ No ☐

(11) Requires credentials: Yes ☐ No ☐

(12) The scope of this position is:

- ☐ Local
- ☐ Regional
- ☐ National
- ☐ Global

The impact/potential harm this position could cause would be:

- ☐ Internal to EPA
- ☐ Government-wide
- ☐ Beyond the government

(13) Other unique or critical characteristics/duties/requirements not covered above? Yes ☐ No ☐

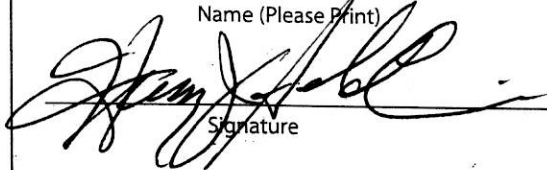
Explain what they are: \_\_\_\_\_

HENRY Sokolowski

Name (Please Print)

Dir. Off of FF Rec + S. A.

Title



Signature

11-5-07

Date

**PSB Use Only**


**Risk Designation:**

## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Steven Hirsh		This position has no extramural resources management responsibilities.
Position Number		<b>X</b>	Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Engineer		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0819		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Hazardous Site Cleanup Division		

**When this checklist is used as an amendment to a position description, the following signatures are required:**

Supervisor's Signature	Henry Sokolowski 	Date	11-5-08
Personnel Specialist's Signature		Date	

### Part 1. Contracts Management Duties

<b>Pre-award:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans Procurements</li> <li><input type="checkbox"/> Estimates Costs</li> <li><input type="checkbox"/> Obtains funding commitments</li> <li><input type="checkbox"/> Prepares procurement requests</li> <li><input type="checkbox"/> Writes statements of work</li> <li><input type="checkbox"/> Reviews statements of work</li> <li><input type="checkbox"/> Processes unsolicited proposals</li> <li><input type="checkbox"/> Responds to pre-award inquiries</li> <li><b>50%</b> <input checked="" type="checkbox"/> Participates in pre-award conferences</li> <li><input type="checkbox"/> Conducts technical evaluation of proposals</li> <li><input type="checkbox"/> Participates in debriefing/protests</li> <li><input type="checkbox"/> Other (lists)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award</li> <li><input type="checkbox"/> Defines scope of work for work assignments</li> <li><input type="checkbox"/> Approves payment requests of ACH drawdowns</li> <li><input type="checkbox"/> Manages cost-reimbursement contracts</li> <li><input type="checkbox"/> Reviews invoices</li> <li><input type="checkbox"/> Inspects and accepts deliverables</li> <li><input type="checkbox"/> Other (list)</li> </ul>
<b>Post-award:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepares delivery orders</li> <li><b>50%</b> <input checked="" type="checkbox"/> Reviews contractor work plans</li> <li><input type="checkbox"/> Reviews contractor progress reports</li> <li><input type="checkbox"/> Monitors government-furnished property</li> <li><input type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award</li> </ul>	<b>Close-out:</b> <ul style="list-style-type: none"> <li><b>50%</b> <input checked="" type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed</li> <li><input type="checkbox"/> Reconciles payments with work performance</li> <li><input type="checkbox"/> Closes-out payments</li> <li><input type="checkbox"/> Performs cost accounting</li> <li><input type="checkbox"/> Provides assistance to Contracting Officer in settling claims</li> <li><input type="checkbox"/> Other (list)</li> </ul>
<b>Percentage of Time Spent on Contracts Management</b>	
<div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">15</div> %	

*Continued*

<b>Part 2. Grants/Cooperative Agreements Duties</b>		Advises Grants Management Office of potential problems/issues Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions Approves payments requests or ACH drawdowns Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office Negotiates amendments Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only) When necessary, recommends termination of the agreement Resolves with Grants Management Office administrative and financial issues Conducts periodic reviews to ensure compliance with agreement Other (list)	
<b>Pre-application/Application:</b>		<b>Close-out:</b>	
Prepares solicitation for proposals		Certifies deliverables were satisfactory and timely	
Identifies potential grantees for area of program emphasis		Provides assistance to recipients and Grants Management Office to ensure timely close-out	
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Reconciles payment with work performed	
Provides administrative information to applicants		Notifies recipient of close-out requirements	
Determines appropriateness of applicant's work plan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		Obtains legal assistance if necessary to resolve incomplete close-out	
Assists applicant in resolving issues in application		If project is audited, responds to issues and ensures recipient complies with audit recommendations	
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Other (list)	
Negotiates level of funding			
Conducts site visits to evaluate program capability			
Serves as resource to Selection Panel			
Informs applicants of funding decisions			
Other (list)			
<b>Award:</b>		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>	
Prepares funding package, including Decision Memorandum			
Obtains concurrences/approvals			
Reviews/concurs in completed document			
Establishes project file			
Other (list)			
<b>Project Management/Administration:</b>			
Monitors recipient's activities and progress			
Reviews reports and deliverables and notifies recipient of comments			
Provides technical assistance to recipients			
<b>Part 3. Interagency Agreements Duties</b>			
<b>Pre-Agreement:</b>		<b>Close-out:</b>	
Plans and negotiates work effort		Monitors cost management and overall technical performance	
Estimates costs		Participates in decisions about project modification/termination	
Obtains funding commitments		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)	
Prepares commitment notice		Inspects and accepts deliverables	
Writes or reviews scope of work		Other (list)	
Responds to pre-agreement inquiries			
Participates in pre-agreement conferences			
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)			
Negotiates and ensures execution of Superfund State Contracts (Superfund only)			
Performs technical evaluation of work plan and budget			
Prepares funding package and obtains necessary concurrences			
Other (list)			
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Interagency Agreements Management:</b>	
Reviews progress reports/financial reports			

**POSITION CLASSIFICATION  
EVALUATION STATEMENT**


**Position Number: N8281E**  
**Organizational Code: 3HS12**

**POSITION TITLE, SERIES, GRADE:**  
**Environmental Engineer/Environmental Scientist**  
**GS-0819/1301-14**

Evaluation Factors	Tentative Level		Final Level	
Knowledge Required by the Position	1-8	1550	1-8	1550
Supervisory Controls	2-5	650	2-5	650
Guidelines	3-5	650	3-5	650
Complexity	4-5	325	4-5	325
Scope and Effect	5-5	325	5-5	325
Personal Contacts	6-3	60	6-3	60
Purpose of Contacts	7-4	220	7-4	220
Physical Demands	8-1	5	8-1	5
Work Environment	9-1	5	9-1	5
Total Points:	3790		3790	
Tentative Grade:	GS-14			
Final Grade:	GS-14			

Principal duties account for 100% of the time.

Standards Used to Classify This Position:  
OPM PCS for GS-819 dtd 5/79; OPM JFS for GS-1300 dtd 10/97.

  
Anthony P. Santini  
Human Resources Specialist



### PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)

If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

### PART E - Employee Resignation/Retirement

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment

of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1: Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day- midnight - unless you specify otherwise).

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

### PART F - Remarks for SF 50

Reassignment justification - to meet program needs.

## REQUEST FOR PERSONNEL ACTION (SF-52)

NOV 19 PM 12:02

**PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)**

1. Actions Requested Reassignment		2. Requested Number 3HS1010067	
3. For Additional Information Call (Name and Telephone Number) Monica Maio 215.814.5328/Cheryl 215-814-5335/PSB Contact Alicia 215-814-3400		4. Proposed Effective Date November 23, 2009	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Henry Sokolowski, Asst Director, OF, Of Federal Facility Remediation & Site Assessment		6. Action Authorized By (Typed Name, Title, Signature and Concurrence Date) Dennis Carney, Acting Deputy Director, Hazardous Site Cleanup Division <i>Dennis Carney 11/13/09</i>	

**PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)**

1. Name (Last, First, Middle) Hirsh, Steven R		2. Social Security Number 00006142		3. Date of Birth		4. Effective Date 11-23-09	
<b>FIRST ACTION</b>				<b>SECOND ACTION</b>			
5-A. Code 721		5-B. Nature of Action Reassignment		6-A. Code		6-B. Nature of Action	
5-C. Code H2m		5-D. Legal Authority Reg 335.102		6-C. Code		6-D. Legal Authority	
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority	

7. FROM: Position Title and Number Environmental Engineer /RPM 27144				15. TO: Position Title and Number Environmental Engineer /RPM 63653			
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8. Pay Plan GS	9. Occ. Code 0819	10. Grade/Level 14	11. Step/Rate 8	12. Total Salary	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0819	18. Grade/Level 14	19. Step/Rate 8	20. Total Salary/Awar	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay	

14. Name and Location of Position's Organization. Region 3 - 90342750 Hazardous Site Cleanup Division Site Assessment/Non-NPL Federal Facilities Branch (3HS12)				22. Name and Location of Position's Organization. Region 3- 90342711 Hazardous Site Cleanup Division Office of Federal Facility Remediation & Site Assessment (3HS10)			
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**EMPLOYEE DATA**

23. Veterans Preference 1. None 2. 5-Pt 3. 10-Pt/Disability 5. 10-Pt/Other 4. 10-Pt/Compensable 6. 10-Pt/30%/Compensable				24. Tenure 0. None 2. Cond. 1. Permanent 3. Indef.		25. Agency		26. Vet. Preference for RIF NO	
27. FEGLI				28. Annuitant Indicator		29. Pay Rate Determinant			
30. Retirement Plan				31. Service Comp Date		32. Work Schedule F		33. Part-Time Hours Per Biweekly Pay Period 00	

**POSITION DATA**

34. Position Occupied		35. FLSA Category E		36. Appropriation Code 704610703W3020C9C03A 7307010703W3020C9C03L60X00		37. Bargaining Unit Status 6012	
38. Duty Station Code 42-6540-101		39. Duty Station (City - County - State or Overseas Location) PHILADELPHIA, PENNSYLVANIA					
40. Agency Data		41.		42.		43.	
45. Educational Level		46. Year Degree		47. Academic Discipline		48. Functional Class 92	
						49. Citizenship 1-USA 8-	
						50. Veterans Status	
						51. Supervisory Status	

**PART C - Reviews and Approvals (Not to be used by requesting office.)**

1. Office/Function		Initials/Signature		Date		Office/Function		Initials/Signature		Date	
A. Position Authorized						D. English Lang. Proficiency		HR ACCTS		2m 11/19/09	
B. Classification		<i>AM</i>		12/10/09		E. Drug Testing Position		C00		12-4-09	
C. Placement						F. TRACKING					
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.						Signature			Approval Date		